MONTGOMERY COLLEGE
Digital Learning Center -- Rockville
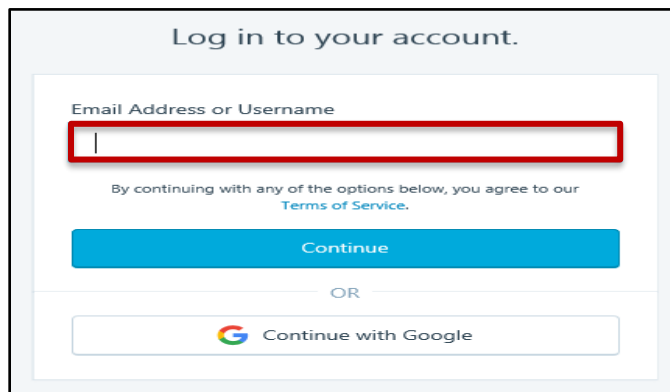
Set up ePortfolio Website Using WordPress

PART 2: Import Montgomery College WordPress Template

IMPORTANT: Complete PART 1 instructions FIRST before starting PART 2. Using Firefox web browser to download the Montgomery College WordPress Template
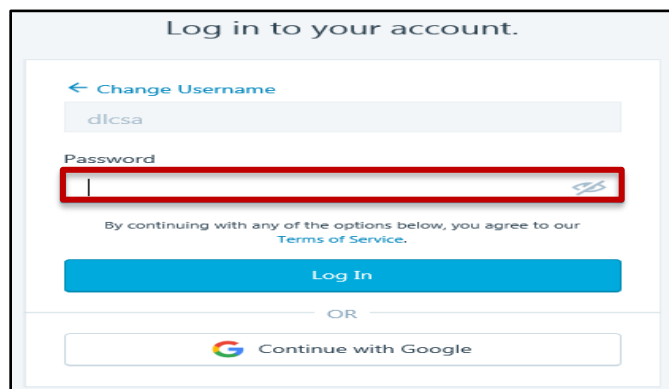
1. Must Activate WordPress Account

IMPORTANT: Confirm your email address with WordPress first
- Log into your Montgomery College email and look for the email that WordPress sent you in order to activate your WordPress account
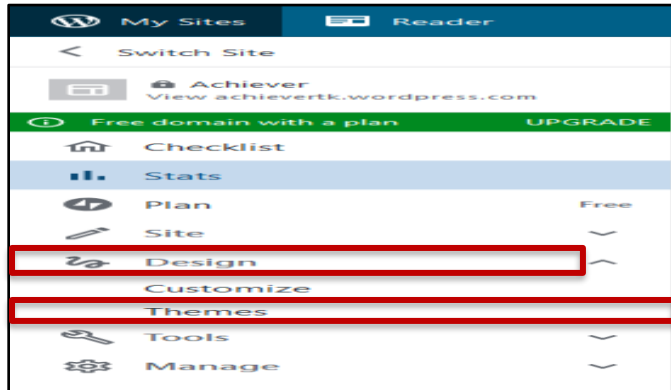- Open the email from WordPress to confirm your email address

- **NEXT**
- Type in your **Montgomery College email address** or **Username** to log in your WordPress account
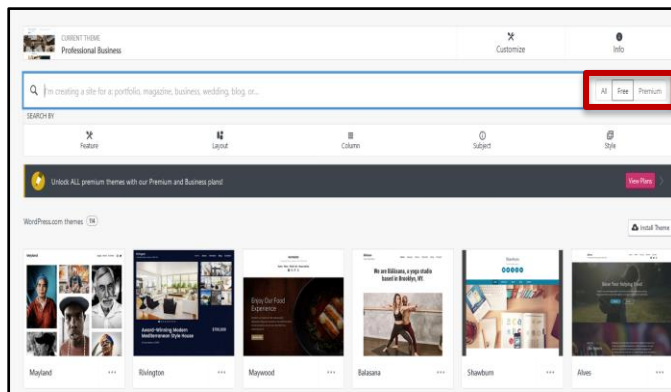- Click on the button **Continue**

- **NEXT**
- Type in your **Password**
- Click on the button **Log In**
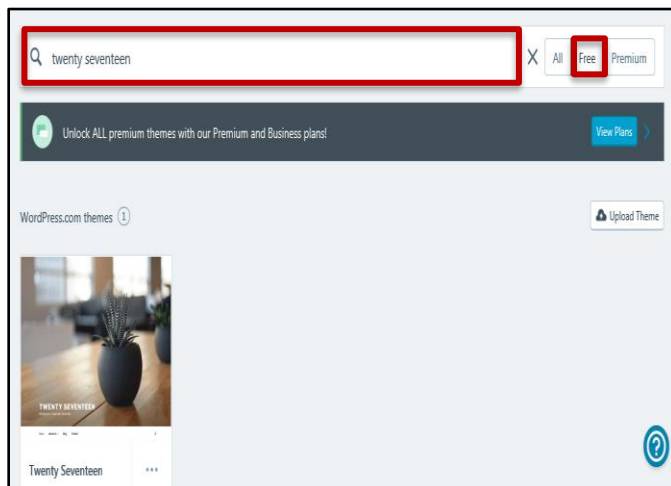
2. Set Your WordPress Theme

- **NEXT**
- On the left area of your website (Menu Customization Options), click on the down arrow **Design** to select **Themes**
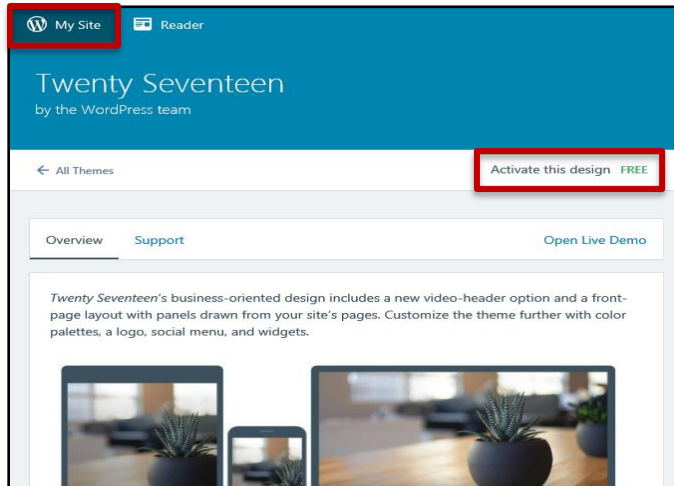

- **NEXT**
- Once Themes are displayed, click on the middle button **Free** (It's located on the right of the box SEARCH BY)
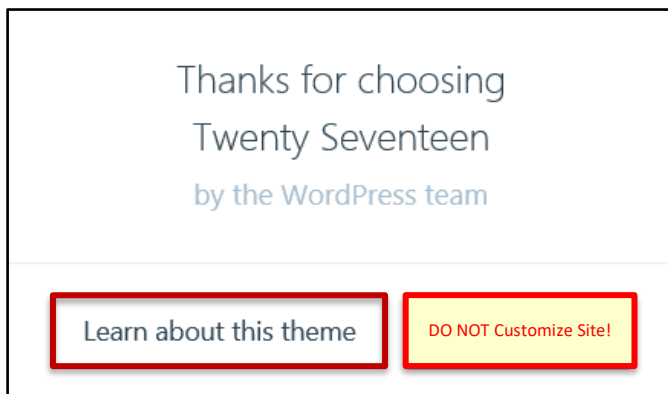
IMPORTANT
- Montgomery College recommends you to select theme **Twenty Seventeen** which is used to import Montgomery College WordPress Template
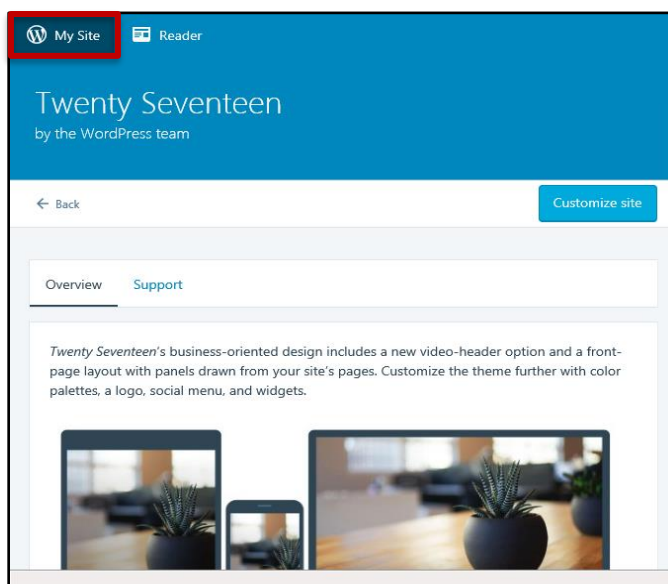

- **NEXT**
- In the SEARCH box, type in **twenty seventeen**. Then, the theme **Twenty Seventeen** which is the image "Aloe Pot" appears in the search
- Click on the image **Aloe Pot** to be the theme for your website

- **NEXT**
- Once theme **Twenty Seventee**n is selected, click on the button **Activate this design FREE**

- **NEXT**
- DO NOT click on the button Customize Site!
- You will see the message **Thanks for Choosing Twenty Seventeen**
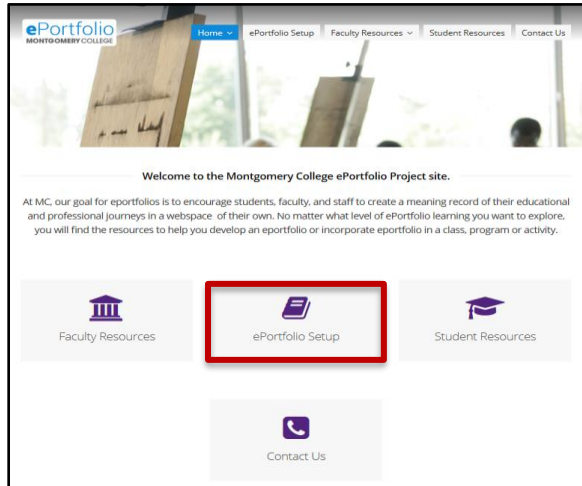- Click on the button **Learn about this theme**

- **NEXT**
- Once the theme Twenty Seventeen is activated, click on the link **My Site** (It's on the top left of your site)
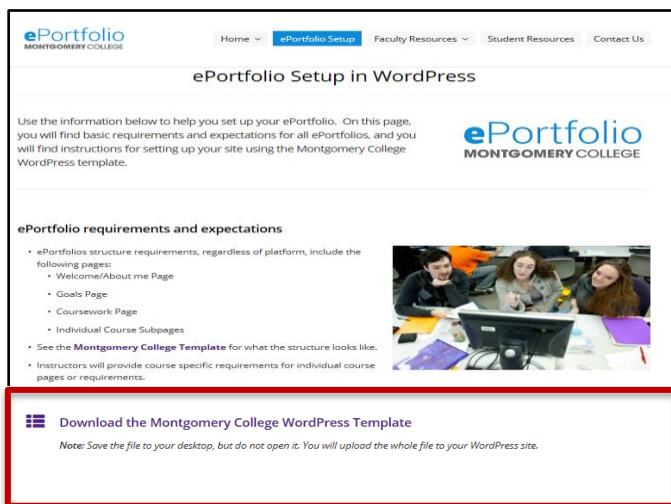- **STOP HERE!**
- DO NOT close your website!

Created by Thanh King (02/06/20)

3. Download the Montgomery College WordPress Template

IMPORTANT

First, you will need to download the **Montgomery College WordPress Template** before you will import the template into your website
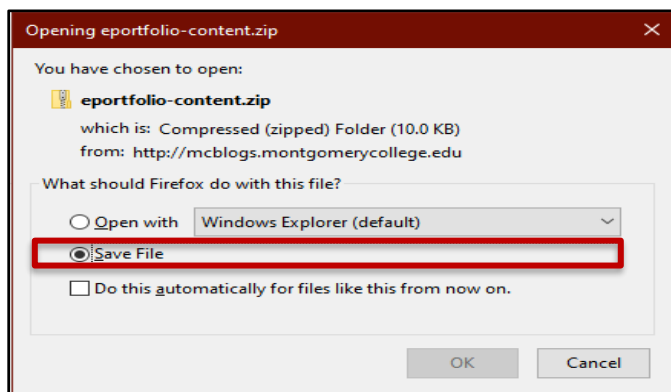

- At the web browser, type in http://mcblogs.montgomerycollege.edu/eportfolio/
- At the **Montgomery College ePortfolio** homepage, click on the middle menu icon **ePortfolio Setup**
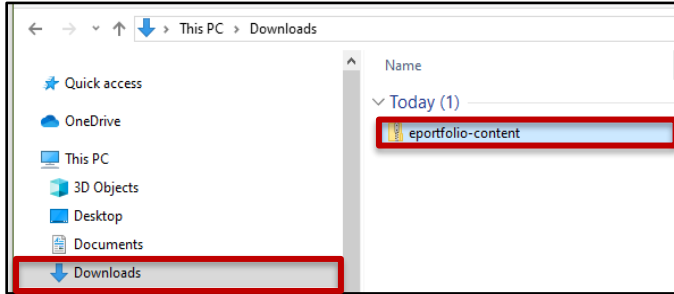

- **NEXT**
- At the **ePortfolio Setup in WordPress** page, scroll down at the bottom of the page. Then, click on **Download the Montgomery College WordPress Template**
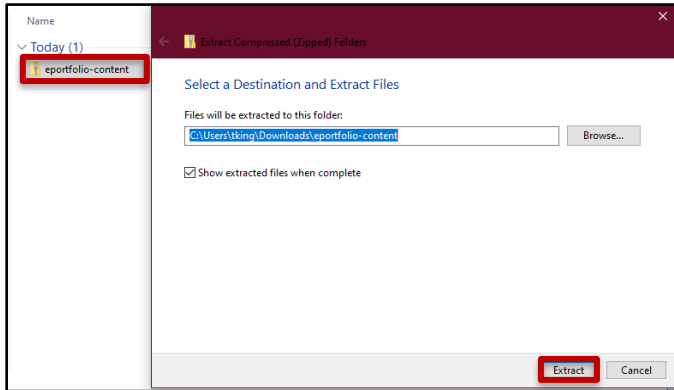- DO NOT open the file "eportfolio-content.zip (10.0 KB)"

IMPORTANT

Without extracting the zip file (**eportfolio-content.zip**), you cannot import the Montgomery College WordPress Template Content
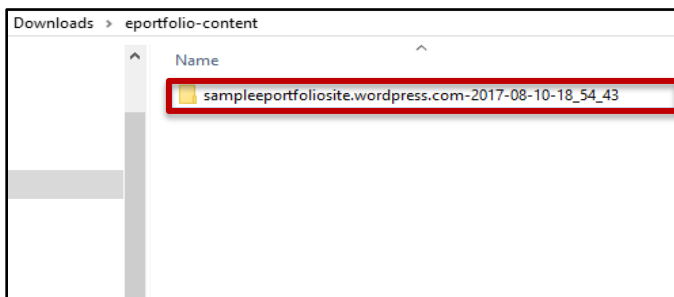

- **NEXT**
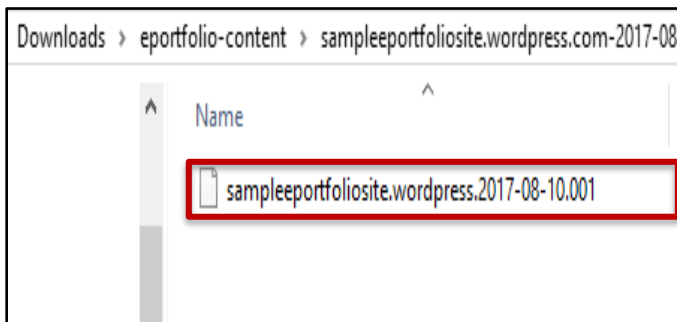- Click on the button **Save file.** Then, click on **OK**

- **NEXT**
- By default, web browser settings, the file **eportfolio-content.zip** is saved in the **Downloads** folder

- **NEXT**
- Right click on the file **eportfolio-content.zip** in the **Downloads** folder**.** Then, select the option **Extract All**
- Click on the button **Extract**

The extracted file (**sampleeportfoliosite.wordpress-2017-08-10-18-54-43**) will be saved in the **Downloads** folder

- **NEXT**
- Double-click on the file **sampleeportfoliosite.wordpress-2017-08-10-18-54-43**
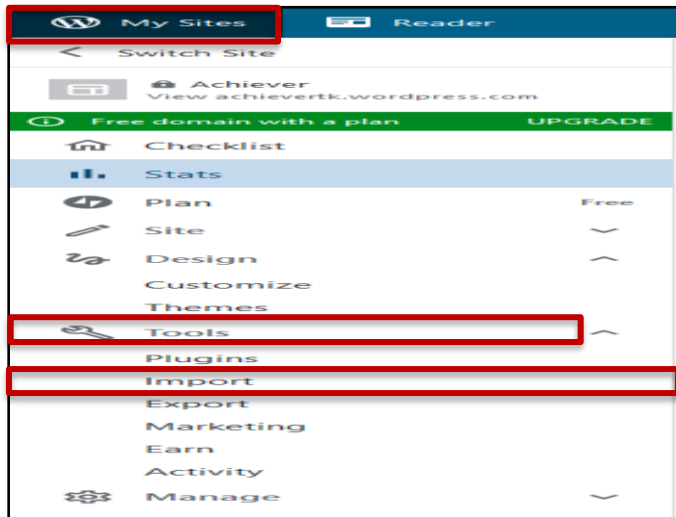

- **NEXT**
- The extracted file **"sampleeportfoliosite.wordpress-2017-08-10.001.xml"** will be imported into your website
- DO NOT open the file "sampleeportfoliosite.wordpress-2017-08-10.001.xml"
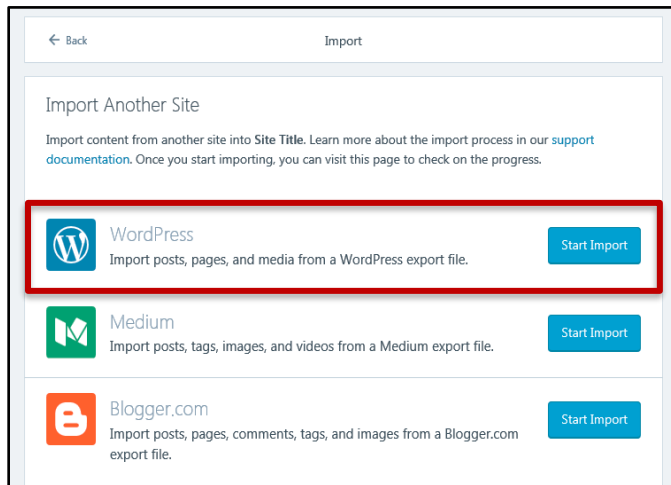- DO NOT close the **Downloads** folder
- **STOP HERE!**

4. Import Montgomery College WordPress Template

IMPORTANT

You will need to import the extracted file (**sampleeportfoliosite.wordpress-2017-08-10.001.xml**) into your website
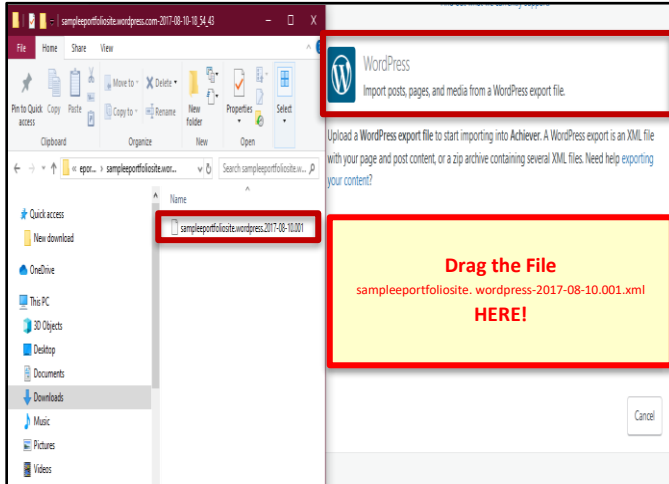

- ▪ **NEXT**
- ▪ At your website, click on the link **My Site** (It's on the top left of your website)
- ▪ On the left area of your website (Menu Customization Options), click on the down arrow **Tools** and select **Import** (It's the second option under Tools)
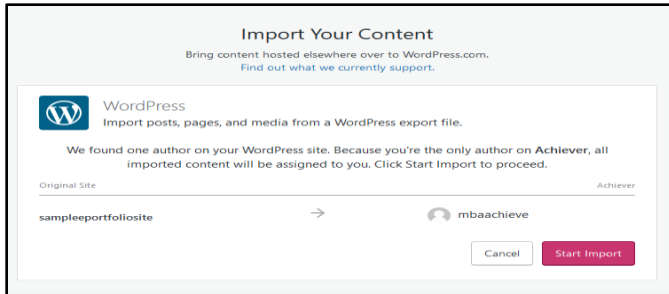

- ▪ **NEXT**
- ▪ At the Import area, click on the button **Start Import** (its' located inside **WordPress**) (Import posts, pages, and media from a WordPress export file)
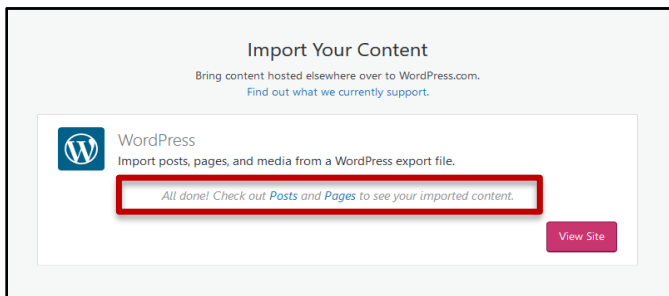
IMPORTANT

The extracted file (sampleeportfoliosite.wordpress-2017-08-10.001.xml) that is STILL located in the **Downloads** folder
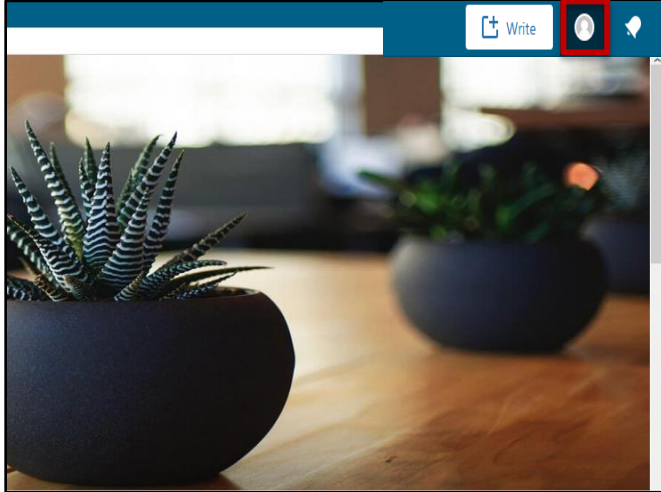
- **NEXT**
- Drag the extracted file (**sampleeportfoliosite.wordpress-2017-08-10.001.xml**) located in the **Downloads** folder
- Drop the file into WordPress designed area (Drag a file here, or click to upload a file)

- **NEXT**
- Click on the button **Start Import**

- **NEXT**
- Once the extracted file (sampleeportfoliosite.wordpress-2017-08-10.001.xml) is imported successfully. All done!
- Click on the button **View Site**

- **NEXT**
- Now, you need to log out your website
- Click on the **Person** icon (It's on the left of the Bell icon top right corner of your site) to log out your site,
- **STOP HERE!**

IMPORTANT

- You will need to log into your email to look for the email that WordPress sent you in order to confirm your WordPress import (<u>Your WordPress import was successful</u>)
- Continue **PART 3 -- Customize Your Montgomery College ePortfolio Website**